

## UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

<p><b>JOB TITLE:</b> WASH Cluster Coordinator</p> <p><b>JOB LEVEL:</b> P4</p> <p><b>REPORTS TO:</b> Humanitarian Affairs Manager</p> <p><b>LOCATION:</b> Beirut, Lebanon</p>	<p>JOB PROFILE NO.: ____</p> <p>CCOG CODE: ____</p> <p>FUNCTIONAL CODE: ____</p> <p>JOB CLASSIFICATION: ____</p>
<p><b>PURPOSE OF THE JOB</b></p> <p>On behalf of UNICEF, and in support of the Government, the purpose of this post is to provide leadership and facilitate the processes that will ensure a well-coordinated, strategic, adequate, coherent, and effective response by partners at country level for the WASH Cluster under the supervision of the Humanitarian Affairs Manager.</p>	
<p><b>RESPONSIBILITIES</b></p> <p>On behalf of the the Sector Lead Agency, the WASH Cluster Coordinator is responsible for the efficient management and functioning of the WASH Sector at national and field levels, in particular:</p> <ul style="list-style-type: none"> <li>• Establish and maintain an appropriate humanitarian coordination mechanism;</li> <li>• Strengthen pre-existing sectoral coordination through increased predictability and accountability;</li> <li>• Build complementarity of partner actions: avoiding duplication and gaps;</li> <li>• Ensure adequate resources are mobilized and are equitably allocated for the effective functioning of the cluster and its response;</li> <li>• Effective and comprehensive integration of relevant cross-cutting issues, including age, gender, environment and HIV/AIDs;</li> <li>• Maintain flexibility within the cluster to respond to changes in the operating environment, evolving requirements, capacities and participation;</li> <li>• Effectively use and transfer information to, from and between cluster partners and other stakeholders;</li> <li>• Interact with other clusters (including through inter-cluster coordination fora), humanitarian actors, government counterparts, and relevant authorities for operational planning, engagement and active contribution of operational partners;</li> <li>• Be accountable to the affected population through effective and inclusive consultative and feedback mechanisms.</li> <li>• Monitor performance of the core cluster functions.</li> <li>• Where there is both a national and a sub-national cluster, the post holder will ensure that there is effective communication, reporting, engagement and coordination between the two levels</li> </ul>	
<p><b>ACCOUNTABILITIES and DUTIES &amp; TASKS</b></p> <p>The WASH Cluster Coordinator is accountable to:</p> <ul style="list-style-type: none"> <li>• The WASH Cluster Coordinator is accountable to the UNICEF Representative, and will report to the Humanitarian Affairs Manager as delegated by the Representative.</li> <li>• Partners of the country led clusters, who will in turn ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, November 2012)</li> <li>• Inter-cluster coordination bodies established by the Government/UNHCR/UNDP (for refugees) and</li> </ul>	

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HCT/UNOCHA (for non-refugees)

- Affected populations through agreed mechanisms

### **Core cluster functions:**

Supporting service delivery

- Provide a platform to ensure that service delivery is driven by the agreed strategic priorities
- Develop mechanisms to eliminate duplication of service delivery

Informing strategic decision-making of the HC/HCT and LCRP for the humanitarian response

- Needs assessment and gap analysis (across other sectors and within the sector)
- Analysis to identify and address (emerging) gaps, obstacles, duplication, and cross-cutting issues.
- Prioritization, grounded in response analysis

Planning and strategy development

- Develop sectoral plans, objectives and indicators directly support realization of the HC/HCT and LCRP strategic priorities
- Application and adherence to existing standards and guidelines
- Clarify funding requirements, prioritization, and cluster contributions to HC and HCT's overall humanitarian funding considerations (Flash Appeal, CAP, ERF/CHF, CERF)

Advocacy

- Identify advocacy concerns to contribute to HC and HCT messaging and action
- Undertaking advocacy activities on behalf of cluster partners and the affected population
- Monitoring and reporting the implementation of the cluster strategy and results; recommending corrective action where necessary
- Contingency planning/preparedness for recurrent disasters whenever feasible and relevant.
- Accountability to affected populations

### **JOB GRADE FACTORS <sup>1</sup>**

#### **L4**

- Provides leadership, guidance and direction for a Cluster in a large-medium sized response
- Holds primary responsibility leading development of cluster goals and objectives and the development of strategies and innovative approaches
- Responsible for managing sub national cluster coordinators and/or Information management staff
- Assume primary responsibility for effective management of the sectoral section, including oversight/supervision of teams of project staff, financial accountability of funds and human resources management and development.

<sup>1</sup> The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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### COMPETENCIES

#### Core competencies:

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

#### Professional competencies

- Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda, Refugee Response, Refugee Coordination Model (RCM)
- Understands, uses, and adapts the tools, mechanisms, and processes developed as part of Humanitarian Reform
- Demonstrates commitment to Humanitarian Principles:  
[https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples\\_eng\\_June12.pdf](https://docs.unocha.org/sites/dms/Documents/OOM-humanitarianprinciples_eng_June12.pdf)
- Demonstrates commitment to Principles of Partnership:  
<http://www.globalhumanitarianplatform.org/doc00003804.doc>
- Communicates, works, and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required
- Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy
- Demonstrates commitment to the cluster and independence from employing organisation
- Builds, motivates, and leads the cluster coordination team
- Successful track-record in presenting complex issues to various stake holders effectively, sensitively, and within professional poise

#### Professional Skills

- Ability to build trust, develop, and maintain effective working relationships with respect for diversity
- Commitment to the UNICEF's values and guiding principles
- Communicates effectively including tailoring languages, tone, style, and format to match audiences; actively listens to perspectives of stakeholders and team members; interpreting messages and respond appropriately; speaking and writing clearly and efficient; and makes presentations in public with confidence
- Conscientious and efficient in meeting commitments, observing deadlines, and achieving results
- Fosters innovation and empowers management
- Excellent oral and written communications skills, as well as analytical skills, with an exemplary ability to identify problems and propose solutions
- Strategic thinking and decision-making skills, with a commitment to excellence
- Strong interpersonal, teamwork, and self-management skills, as well as mature judgment

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- Ability to perform under pressure while maintaining a sense of humour

### Technical competences

Understands key technical issues for the cluster sufficiently well enough to be able to: engage with cluster partners; make full use of their experience and knowledge; guide strategy and plans; communicate and advocate on important issues

### Languages

- Excellent knowledge of English (written / oral / comprehension) is essential. Proficiency in Arabic and French an asset.

### QUALIFICATIONS & EXPERIENCE

#### Qualifications

- An advanced university degree (Master's or higher) in one of the following fields is required: public health, social sciences, behavior change communication, sanitary engineering or another technical field relevant to the cluster.

*\*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.*

- Formal training in cluster and/or sector coordination an advantage

#### Experience

- A minimum of eight years of professional experience in humanitarian work experience with UN and/or NGO, including programme management and/or coordination in the first phase of a major emergency response relevant to the cluster and/or sector.
- Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience.